



Jazz4Justice is seeking a Development Assistant short term six month contract for December 2023 through May 2024. The position includes a flexible schedule, is remote, and is on a contract basis up to 10 hours per week at \$15 – \$22/hr, depending on experience and education. Although not required, preference will be given to those who reside locally to Northern Virginia.

The Development Assistant will work with the Artistic Executive Director to:

- Manage the timely acknowledgement of gifts and ensure that all types of donations are properly documented
- Provide Sponsor reports
- Assist with fundraising efforts
- Promote special events and coordinate with sponsors for event recognition
- Maintaining sponsor records
- Coordinate with VIPs and special guests for events

Skills and Qualifications

- Excellent communication skills with a professional demeanor and excellent attitude
- Ability to maintain privacy and confidentiality
- Interest in fundraising

Background

Jazz4Justice raises public awareness and funds for Legal Aid and music scholarships. We do this by forming collaborative partnerships with the legal community, the business community, the music community, and Universities. Since 2001, more than 60 annual J4J Concerts have been organized throughout the Commonwealth of Virginia raising over \$600,000 for pro bono legal services and jazz scholarships.

<http://www.jazz4justice.com>